MCSD   SYSTEM ACCOUNT & PASSWORD REQUEST

Please fill out the following form so we can issue you a SYSTEM ID & Password for a computer log-in, E-mail, or other software applications.

Circle One:

EMPLOYEE   Day-SUB   LT-Leave   TOR   *SCB   St-Tchr   Contractor/Consultant/Other*

Print <u>clearly</u> your <u>legal</u> name (as it appears on a paycheck): _____

Department_____   Building: _____

Your position (ie. Aide, classroom teacher, special ed, guidance, etc): _____

If classroom teacher, what grade: _____   Special Ed __Yes __No   ENL __Yes __No

Are you a long-term leave replacement? ___Yes ___No

    Name of Staff on leave: _____   Leave Dates: _____

Former Student ? ___Yes ___No   Former Employee? ___Yes ___No   "2" Account? ___Yes

---

If non-MCSD employee:

Onsite ☐   or Remote only ☐   **Instructional** ☐ **or Non-Instructional** ☐

ID Card only ☐   Or Full Door Card Swipe ☐

Exactly what type of access is needed & <u>why</u> (ie: wireless, our computers, and/or email): _____

_____

Expected end date of assignment:_____   Person you will be working with:_____

Sign your name: _____**Date of request:** _____

Administrators name:_____ **Administrators signature:**_____

Systems	**Technology Staff Use**
☐ Schooltool Sec group:_____	☐ Email Distribution List
☐ StaffTrac _____	☐Administrator Instructional
☐ Link-It _____	☐Administrator Director
☐ NWEA _____	
☐ _____	☐HR Admin Folder: ☐ Read Only ☐Read and Write
☐ ParentSquare Admin Access	
☐ Frontline/My Learning Plan	☐ ZOOM Account
☐ Frontline/IEP Direct (PPS decision)_____	
☐ WinCap _____	☐ PHONE ☐Voice Mail ☐Phone Directory ☐ E- Faxing
☐ SchoolDude – Room Res	☐Phone Extension_____
	☐ Mobile Device _____
☐ Security Cameras ☐ Video drives	Replacing: _____
☐ Visitor Aware	
☐ Transportation ☐ Zonar ☐ FuelMaster	
☐ Wireless only	NOTES:_____
☐ AD Login/email	

Rev 04222025 skl